



# CourseWalk™

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## Arizona Department of Education CourseWalk Training Exercises



**ESP Solutions Group**

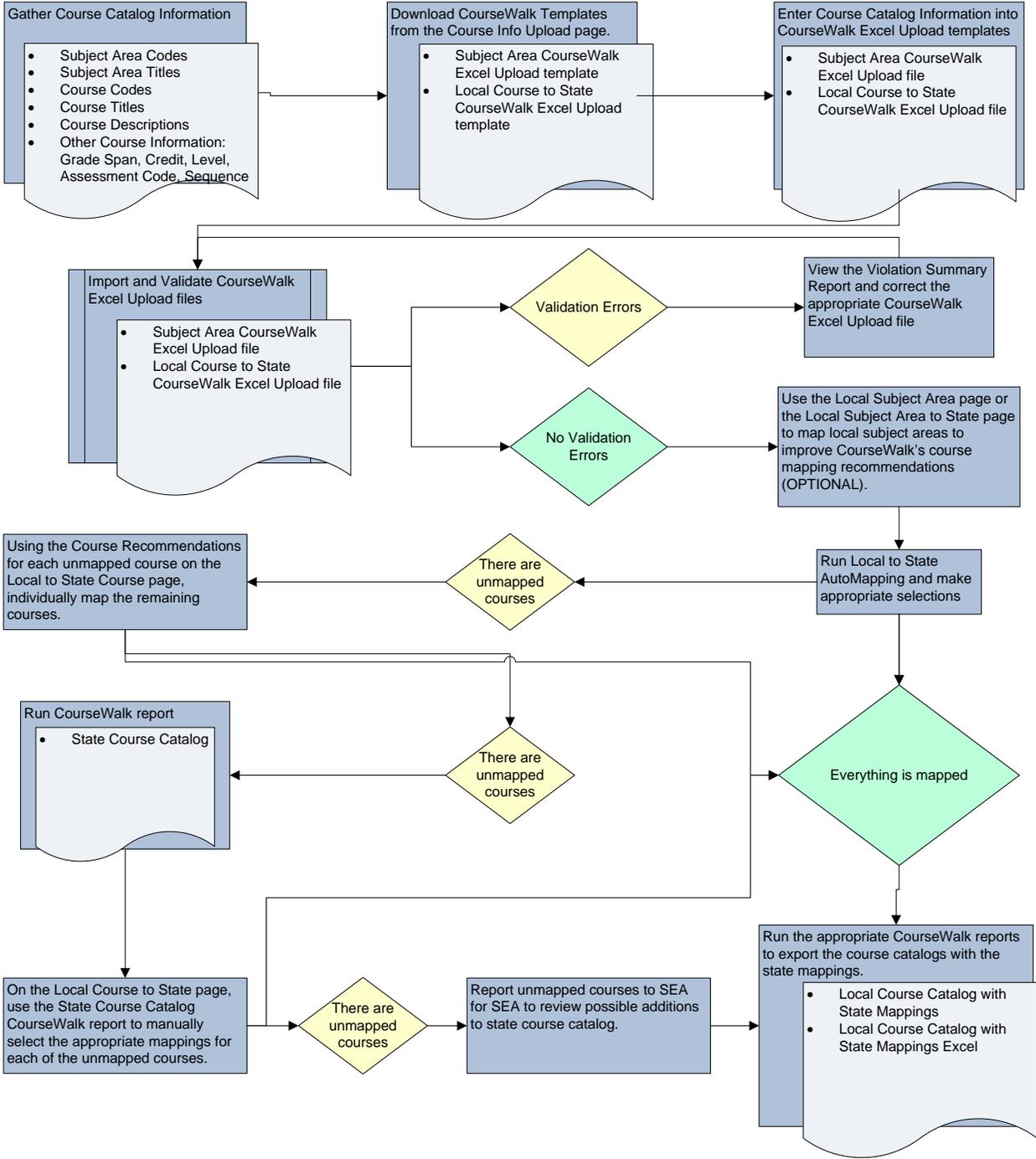
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# The Process





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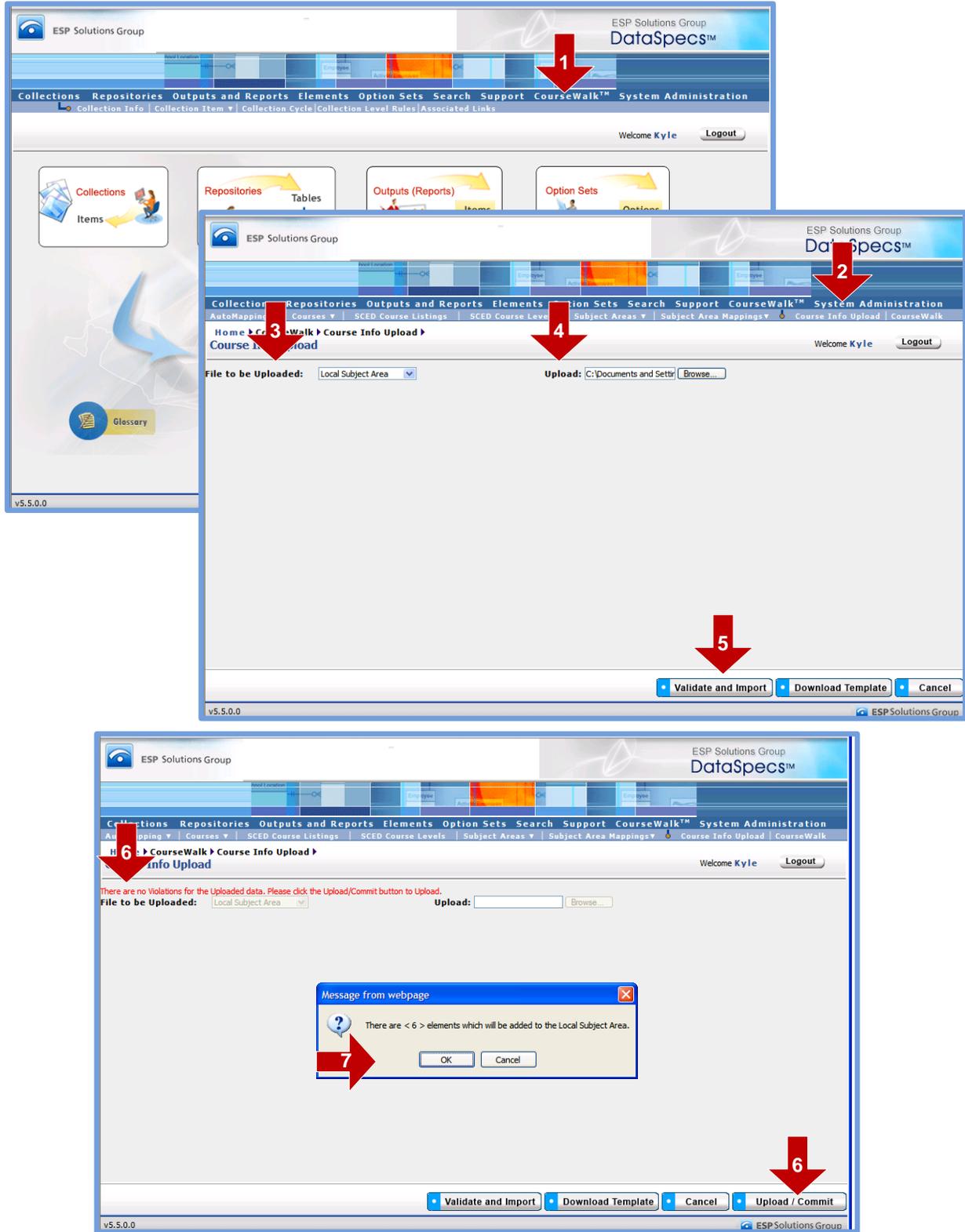
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- 3. Upload Local Course to State file and correct validation errors.
  - 3.1. Click on the CourseWalk tab.
  - 3.2. Click on the Course Info Upload page.
  - 3.3. In the File to be Uploaded section, select Local Course to State.
  - 3.4. In the Upload section, click Browse and select the "LocalCourseToState – Heading Violation.xls" to be imported.
  - 3.5. Click the Validate and Import button.
  - 3.6. A pop-up window should appear titled, "Format Violation Listing." This is because one of the columns was misnamed. Click the Close button.
  - 3.7. Now, like steps 4 and 5, select the file named, "LocalCourseToState – Other Violations.xls" and click Validate and Import. This file has the correct column headers.
  - 3.8. Another pop-up window should appear titled, "Top Level Violations Summary Listing." This gives an overview of the violations in the uploaded file. Click on the Violations Summary Report button to view the errors in Excel.
  - 3.9. Close Excel and click the Close button on the Top Level Violations Summary Listing pop-up window.
  - 3.10. Repeat steps 4 and 5 again, this time selecting "LocalCourseToState.xls" which does not contain any errors.
  - 3.11. There should be a message that reads, "There are no violations for the uploaded data. Please click the Upload/Commit button to upload." Click on the Upload/Commit button.
  - 3.12. A pop-up message should appear that reads, "There are <4> elements which will be added to the Local Subject Area." Click the OK button.

Notes:

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Format Violation Listing - Windows Internet Explorer

Format Violation Listing

There is [are] 1 of Violations of Header Errors in the file

Number of rows to display:  Set

Uploaded Headers in the file	Expected Headers
local_course_id	local_course_id
local_course_name	local_course_name
local_course_description	local_course_description
local_subject_area	local_subject_area
state_subject_area	state_subject_area
state_course	state_course
local_course_level	local_course_level

Top Level Violation Summary Listing - Windows Internet Explorer

Top Level Violation Summary Listing

There are 5 Violations in the file: LocalCourseToState - Other Violation.xls

Number of rows to display:  Set

Violations

Errors : 1 errors. Missing a required field. (rule R001)

Errors : 4 errors. The Value you entered is not a valid value. (rule R002)

Print Violation Summary Report Close

Message from webpage

There are < 10 > elements which will be added to the Local Course to State.

OK Cancel



The screenshot displays the DataSpecs™ web application interface. At the top, the ESP Solutions Group logo and 'DataSpecs™' are visible. A navigation menu includes 'Collections', 'Repositories', 'Outputs and Reports', 'Elements', 'Option Sets', 'Search', 'Support', 'CourseWalk™', and 'System Administration'. A 'Welcome Kyle' message and a 'Logout' button are present. Below the menu, there are icons for 'Collections', 'Repositories', 'Tables', 'Outputs (Reports)', and 'Option Sets'. The main content area shows a 'Filter Local Courses' dialog box. This dialog has a 'Filter' section with radio buttons for 'Unmapped Only', 'Mapped Only', 'Mapped Differs from Auto', and 'All'. It also includes dropdown menus for 'District' and 'School', and a 'Local Subject Area' dropdown. A 'Courses to Display' field is set to '10'. A 'Filter Local Courses' button is highlighted with a red arrow labeled '4'. Below the filter, a table lists course records with their local and state mappings. A 'Save' button is highlighted with a red arrow labeled '5'. The interface version 'v5.5.0.0' is shown at the bottom left.

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Local Course	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
CTEJ109 - Accounting 1A	<input checked="" type="radio"/> 104 - Accounting	<input type="radio"/> 052 - Business Management	<input type="radio"/> 051 - Introductory Business <input type="radio"/> Unmapped
HL001 - 9th Health	<input checked="" type="radio"/> 053 - Community Health	<input type="radio"/> 051 - Health Education	<input type="radio"/> 201 - Physical Education Health Drivers' Education <input type="radio"/> Unmapped
H9610 - Acting I	<input checked="" type="radio"/> 051 - Air Conditioning	<input type="radio"/> 116 - Automotive Body Repair and Refinishing—Comprehensive	<input type="radio"/> 160 - IB Physical Science <input type="radio"/> Unmapped
AR086 - Adv Ceramic 1A	<input checked="" type="radio"/> 154 - Creative Art—Comprehensive	<input type="radio"/> 173 - IB Art Design	<input type="radio"/> 151 - Art Appreciation <input type="radio"/> Unmapped



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Home > CourseWalk > Local Course Selection

Local Course Selection (m) Indicates Mapped Course  
AA322-Geometry B-V1

Local Course Information

Local Course ID*	Local Subject Area*	Local Course Title*
AA322	MATH-Mathematics-V1	Geometry B

Local Course Level: G-V1 | Local Available Credit: 3.00 | Local Sequence 1: 2 | Local Sequence 2: 2 | Local Special Identifier: M

Local Course Description: the second course in a two-semester series, builds on the logic and basic elements of geometry to examine ratios and proportions. The course includes studies of circles, geometric formulas, solid geometric figures, coordinate geometry, and transformational geometry. Students will be

State Mapping Course ID: --Select-- | Subject Area Code: --Select--

Find State Recommendations

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Home > CourseWalk > Mapping Recommendation

Course attempting to match

(m) Indicates Mapped Course

Select Any Local Course: AA322-Geometry B-V1

Local Course Id: AA322 | Local Course Name: Geometry B

Local Subject Area Code: MATH | Local Course Description: the second course in a two-semester series, builds on the logic and basic elements of geometry to examine ratios and proportions. The course includes studies of circles, geometric formulas, solid geometric figures, coordinate geometry, and

IB/AP Flags:  Not IB or AP  AP  IB | Allowed Mappings:  Elementary  Secondary  Other

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Subject Area Matches

- 02-Mathematics
- 03-Life and Physical Sciences
- 04-Social Sciences and History
- 05-Fine and Performing Arts

View All Subject Areas

Recommended Target Courses

View of 1 Selection

State Course Code	: 055	State Course Title	: Transition Algebra
State Subject Area Code	: 02	State Subject Area Title	: Mathematics

State Course Description: Transition Algebra courses review and extend algebra and geometry concepts for students who have already taken Algebra I and Geometry. Transition Algebra courses include a review of such topics as properties and operations of real numbers; evaluation of rational algebraic expressions; solutions and graphs of

Allowed Mappings:  Elementary  AP  IB  Not AP | Match Weight: 1.86

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Map to this Course

Save Cancel

# How-to Guide

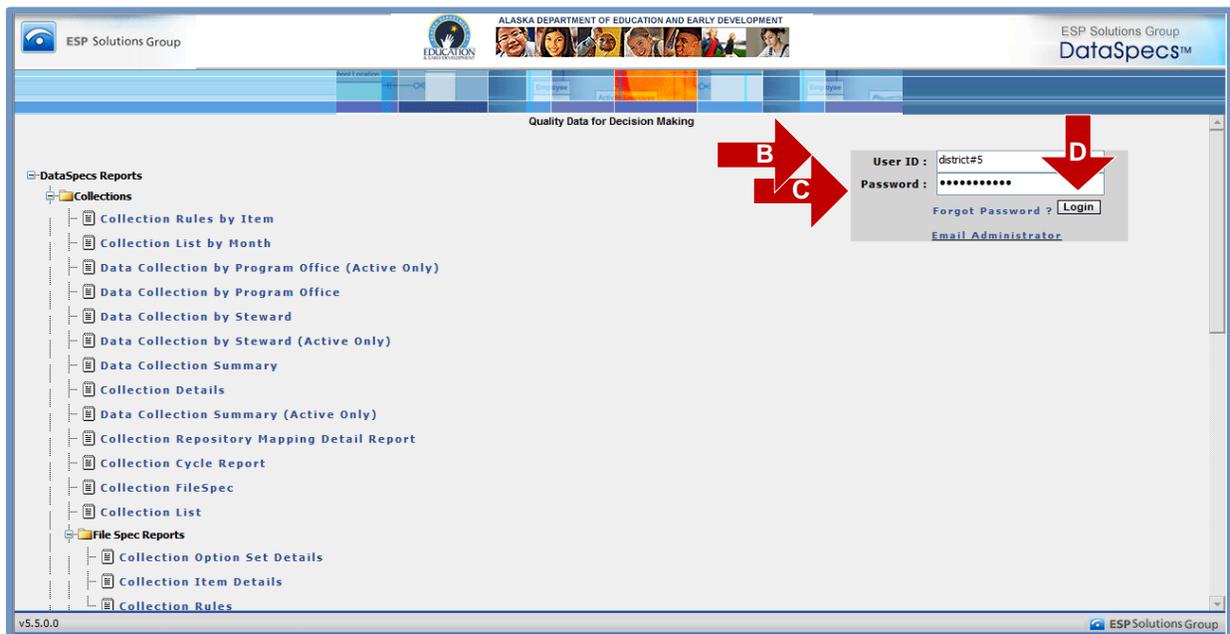
## Introduction

This document is a “How To” guide for the specific steps you should follow as an LEA to use the CourseWalk tool to upload your local course catalogs and map them to the Arizona state course catalog.

## Walking Through the Process

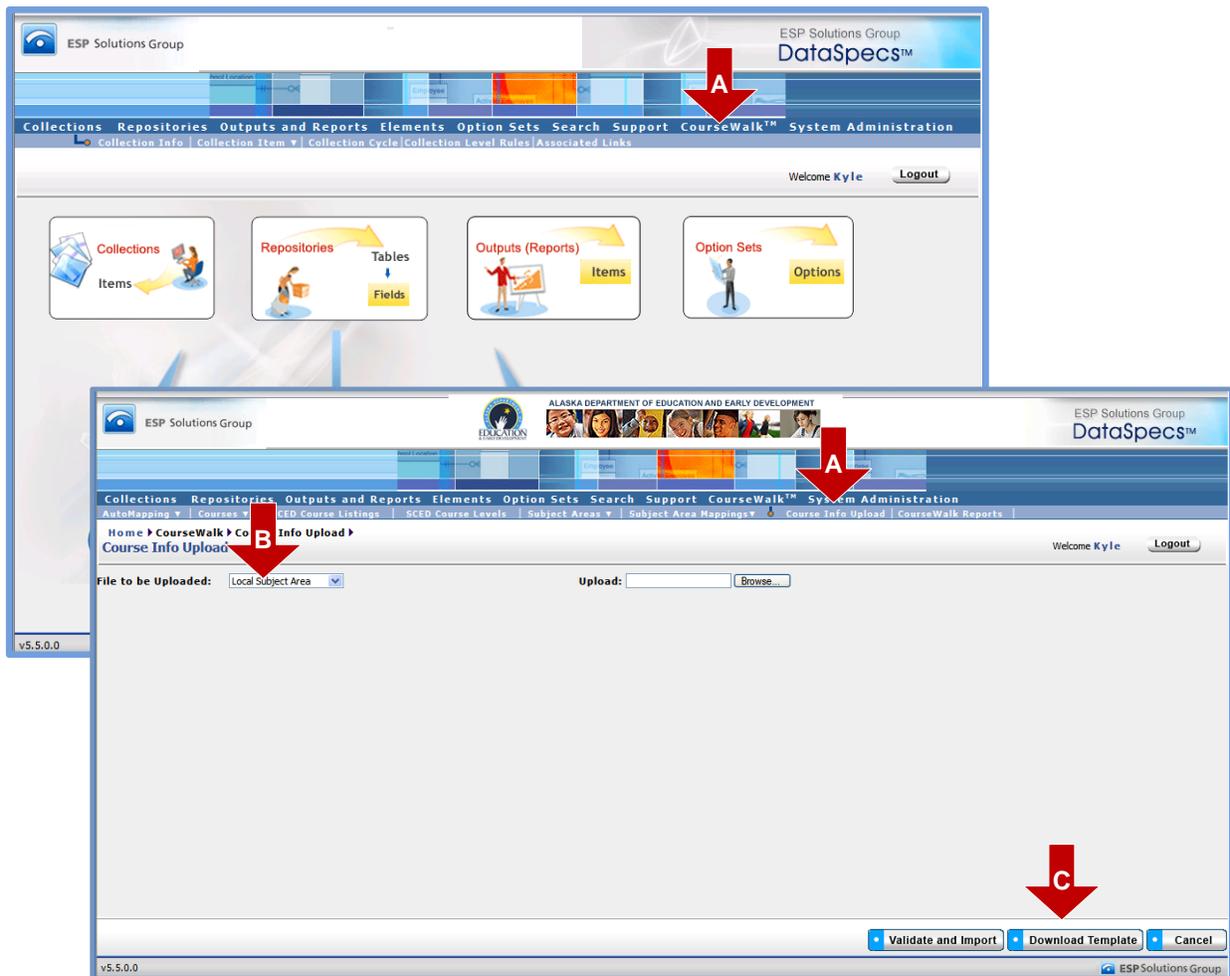
### Log-in to DataSpecs and Navigate to CourseWalk

- Type “AZ.d3m.com” into your internet browser.
- On the log-in screen, for your username, type in “district#” and then your district’s number (Ex. district#5).
- For your password, type in “district#”, then your district’s number, and then “!” (Ex: district#5!).
- Click the Login button



[Download the Excel Local Subject Area template and Local Course to State template](#)

- a. Navigate to the CourseWalk -> Course Info Upload page.
- b. For File to be Uploaded, select Local Subject Area.
- c. Click Download Template.
- d. Save the template.
- e. Repeat to download the Local Course to State template.



[Transfer your local course catalog information into the two Excel spreadsheets.](#)

- a. First fill in the Local Subject Area template. Please refer to the *AZ CourseWalk Annotated Templates - Pilot.xlsx* file for definitions of each of the template's columns (Note that local subject areas must be entered into CourseWalk before local courses may be loaded.). Save file as an **XLSX** file. Please see the below diagram for an example of subject areas.
- b. Next, fill in the Local Course to State template. Please refer to the *AZ CourseWalk Annotated Templates - Pilot.xlsx* file for definitions of each of the template's columns (Note that local subject areas must first be entered into CourseWalk before local courses may be entered.). Save file as an **XLSX** file. Please see the below diagram for an example of courses within a subject area.
- c. Subject Area and Course Hierarchy – Courses are grouped into subject areas. Below is an example of the Arizona subject area and course hierarchy to help demonstrate what subject areas and local courses are and the difference between the two.

**a. Examples:**

**i. AZ01 – English Language and Literature**

1. 001 – English/Language Arts I (9<sup>th</sup> grade)
2. 002 – English/Language Arts I (10<sup>th</sup> grade)
3. 003 – English/Language Arts I (11<sup>th</sup> grade)
4. 004 – English/Language Arts I (12<sup>th</sup> grade)
5. 005 – AP English Language and Composition

**ii. AZ02 – Mathematics**

1. 001 – Informal Mathematics
2. 002 – General Mathematics
3. 003 – Particular Topics in Foundation Math

### [Upload Local Subject Area and Local Course to State files.](#)

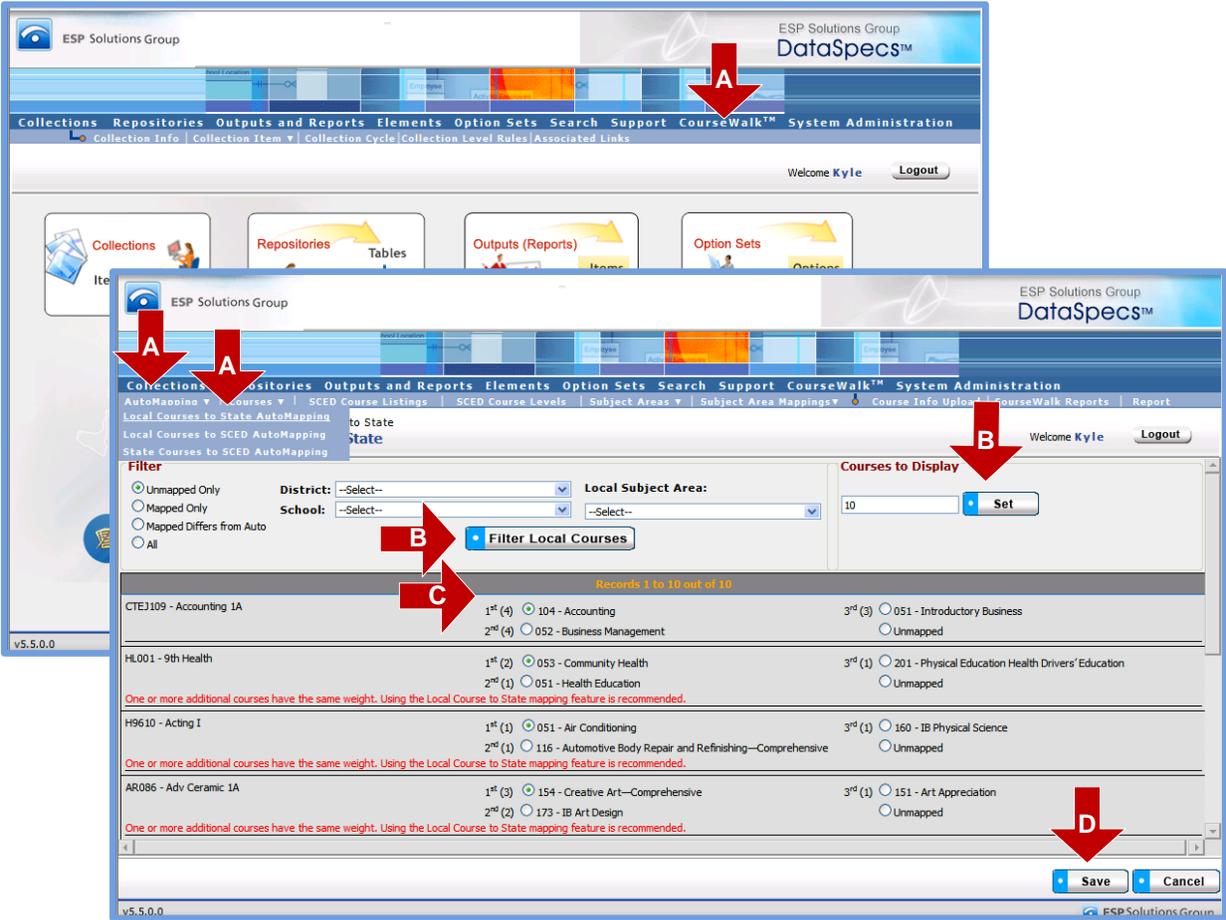
- a. Navigate to the CourseWalk -> Course Info Upload page where you downloaded the templates.
- b. For File to be Uploaded, select Local Subject Area.
- c. Next to Upload, click on the Browse button.
- d. Select your Local Subject Area file.
- e. Click the Validate and Import button at the bottom right of the screen.
- f. You will either get a message saying that there are no violations or you will get a pop-up window with a list of validation errors (Make sure your browser is allowing pop-ups and/or the pop-up window did not appear behind your active page).
- g. If there are validation errors, click the Upload button. You have now imported your subject areas. Please repeat the process for the Local Course to State file.
- h. If there are validation errors, click the Violation Summary Report button to export your errors into an Excel spreadsheet. Please refer to the *DataSpecs Upload and Validation Error Message Descriptions.pdf* file for questions referring to validation errors. You will need to update your file to correct any errors and repeat this series of steps.

The screenshots illustrate the following steps in the DataSpecs™ interface:

- Step A:** Navigating to the **CourseWalk™** section from the main menu.
- Step B:** Selecting **Course Info Upload** from the breadcrumb navigation.
- Step C:** Clicking the **Upload** button to initiate the data upload process.
- Step D:** Selecting a file from the **File to be Uploaded** dropdown menu.
- Step E:** Clicking **Validate and Import** to check for data errors.
- Step F:** Navigating back to the **Course Info Upload** page.
- Step G:** Handling a message from the webpage that states: "There are < 6 > elements which will be added to the Local Subject Area." This message is shown in a dialog box with 'OK' and 'Cancel' buttons.
- Step H:** Viewing a **Top Level Violation Summary Listing** window that reports 5 violations, including errors like "Missing a required field (rule R001)" and "The Value you entered is not a valid value. (rule R002)".

### Local Course to State AutoMapping

- a. Navigate to the CourseWalk -> AutoMapping -> Local Course to State AutoMapping page.
- b. Select the appropriate filters for the courses which you want to map and the number of courses you would like to display per page.
- c. Do an initial run of mapping your local courses to the recommended state courses (Local courses are on the left side of the screen and the top three recommended state courses are on the right side). You can choose to map to one of the recommendations or choose to leave the course unmapped.
- d. Click on the Save button as you are ready to accept your selected mappings.



### Individual Course Mapping

- a. Navigate to the CourseWalk -> Courses -> Local Course to State page.
- b. Select the appropriate filters and click the Filter Local Course Selections button.
- c. In the Local Course Selection drop-down, all of your local courses will be listed. Any course with a "(m)" at the end of it has already been mapped to a state course and any course in red text has not yet been mapped.
- d. Select an unmapped course from the Local Course Selection drop-down.
- e. To map this course you have two options.
  - i. Option 1: In the State Mapping section, select the Subject Area Code and the Course ID for the state course to which you would like to map the local course. You can use the CourseWalk report *State Course Catalog* to assist in choosing the appropriate state course (CourseWalk -> CourseWalk Reports -> State Course Catalog). Then click the Save button.
  - ii. Option 2: In the State Mapping section, click the Find State Recommendations button. This will give you all the course recommendations for the selected local course. You can filter the results down by Subject Area if need be. You can look through the pages of results and once you find the appropriate match, click the Map to this Course radio button and then click the Save button.
- f. Repeat for all unmapped local courses.

The image displays three sequential screenshots of the DataSpecs™ software interface, illustrating the process of selecting and mapping a local course to a state course. Red arrows labeled A, B, D, E, Eii, and Eij point to specific UI elements.

**Top Screenshot:** Shows the main navigation menu with 'CourseWalk™' highlighted. A red arrow labeled 'A' points to the 'CourseWalk™' link.

**Middle Screenshot:** Shows the 'Local Course Selection' screen. A red arrow labeled 'A' points to the 'Local Course Selection' link. A red arrow labeled 'B' points to the 'Filter Local Course Selections' button. A red arrow labeled 'D' points to the 'Local Course Selection (m) Indicates Mapped Course' section. A red arrow labeled 'E' points to the 'Local Course Description' field. A red arrow labeled 'Eii' points to the 'Find State Recommendations' button.

**Bottom Screenshot:** Shows the 'Mapping Recommendation' screen. A red arrow labeled 'Eij' points to the 'IB' checkbox. A red arrow labeled 'Eii' points to the 'Map to this Course' radio button. A red arrow labeled 'Eii' points to the 'IB/AP F' checkbox.

## Running CourseWalk Reports

- a. Navigate to the CourseWalk -> CourseWalk Reports page.
- b. Click on the hyperlink to the report you would like to run. The two most useful for reviewing your state mappings will be the Local Course Catalog with State Mappings and the Local Course Catalog with State Mappings Excel reports.
- c. Review your mappings with either of these reports, and update your mappings in CourseWalk as needed.

